

# City of South Daytona

## Department of Public Works

1770 Segrave Street • South Daytona, FL 32121 • 386/322-3080



### MEMORANDUM

**To:** James L. Gillis Jr., P.E., City Manager

**From:** Brian Peek, P.E., Public Works Director

**Re:** Recommended Acceptance of Lift Station #1 Replacement Design Proposal

**Date:** March 2, 2022

---

In August 2021 the City of South Daytona brought before its Council a list of proposed infrastructure projects to be funded by the Local Fiscal Recovery Fund. At the top of the prioritized needs, we placed Lift Station #1. This is one of our primary stations that serves the east border of the City and is a final conveyance point between us and the treatment plant. Over the years this station has been maintained dutifully by the Public Works department. However, the station was first put online in 1961, as evidenced below by a photograph of workers building concrete forms for the station in November 1960.



Replacement of a station that has served its City and people for over 60 years is a great use of this funding and simultaneously allows a new design to accommodate the future needs of South Daytona. Design of a station this expansive requires multiple facets of

knowledge and research. As such, we are recommending this design be performed by an engineering firm familiar with this type of work and our City. As an appendix to this memo, you will find a proposal from Mead and Hunt for the design of this project. The City has worked many times with this firm, who was previously known as Quentin L. Hampton, and both entities have good knowledge of the other. This is a clear advantage knowing that all piping and conditions are familiar to both the City and the firm.

This project will create an entirely new station approximately 300 feet south of the current location on South Palmetto Avenue. The property is up for development and our use of the real estate on which the station resides is based on an easement with the property owner. Although this easement allows the City to retain the property for the use of the station, in an effort to foster development in our Community Redevelopment Area and South Daytona in general, the City is opting to reposition Lift Station #1 to real estate purchased in 2005 specifically for this use and fully owned by the City.

The total proposed cost of this design sums to \$134,745. Identified by resolution approved in August 2021, a budgeted value of \$2,000,000 is intended for the replacement of Lift Station #1. This design will continue the efforts of the City in promoting new development, and through the funding of the American Rescue Plan Act, provide new infrastructure without the requirement of debt. For these reasons staff recommends approval of this proposal and look forward to working with new equipment and infrastructure.

February 28, 2022

Brian Peek  
Public Works Director  
City of South Daytona  
PO Box 214960  
South Daytona, FL 32121

Email: [bpeek@southdaytona.org](mailto:bpeek@southdaytona.org)  
Hard Copy Mailed Only on Request

**Subject: Lift Station #1 Replacement**

Dear Mr. Peek,

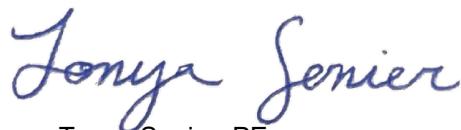
In accordance with your request, we are pleased to offer the enclosed scope of services and fee estimate for the above referenced project. The project involves construction of a new triplex submersible pump station to replace the existing aging Lift Station #1. The new lift station will be located at a site previously acquired by the City approximately 300 feet south of the location of the existing LS #1 on the west side of South Palmetto Avenue.

If you have any questions or require additional information, please contact me.

Sincerely,  
MEAD & HUNT, Inc.



David King, PE  
Vice President/ Business Unit Leader



Tonya Sonier, PE  
Project Manager

DAK/TS; dak

Attachments: Scope of Services & Fee Estimate

**SCOPE OF SERVICES  
FOR  
LIFT STATION #1 REPLACEMENT**

This Task Order is in conformance with the Master Agreement and Continuing Contract for Professional Services between the City of South Daytona (CITY) and Mead & Hunt, Inc. (MEAD & HUNT) which was approved by CITY Council on December 14, 2021 and is referred to herein as the Contract.

**GENERAL**

The project involves construction of a new triplex submersible pump station to replace the existing aging Lift Station (LS) #1. LS #1 is a master pump station which currently conveys wastewater to the City of Daytona Beach. The new pump station will be located at a site approximately 300 feet south of the location of the existing LS #1 and will include backup power diesel generator and City standard RTU. All wastewater collection system piping (gravity and force mains) servicing the current LS#1 will be rerouted to the new LS#1 site location. The project will include demolition of existing LS #1 after the new pump station has been successfully commissioned.

**SCOPE OF SERVICES**

After receipt of authorization to proceed, MEAD & HUNT will provide the following services:

**PHASE 1 – PROJECT MANAGEMENT**

MEAD & HUNT'S Project Manager (PM) will initiate the project and manage the budget and schedule, manage project staffing, coordinate with subconsultants, review subconsultant invoices, manage project coordination, and schedule quality management processes for work products. The PM will monitor progress throughout the project and prepare monthly invoices for the CITY. It is assumed that these services will cover the estimated 9-month project duration. MEAD & HUNT will conduct a project kick-off meeting with the project team and CITY staff to review project goals, scope of work, project schedule and administrative issues. Following the meeting, MEAD & HUNT will prepare a written summary of the project meeting and distribute to the attendees.

**Deliverables**

- Kick-Off Meeting Agenda and Summary
- Monthly Invoices

**PHASE 2 – RECONNAISSANCE/DATA COLLECTION/UTILITY COORDINATION**

MEAD & HUNT will obtain the services of Southeastern Surveying and Mapping to conduct a site/route survey and provide a limited amount of Subsurface Utility Engineering (SUE) services. MEAD & HUNT will submit for a design ticket with Sunshine 811 to determine the existing utility owners in the area of the proposed improvements. 60% design drawings will be submitted to the utility owners identified on the design ticket for mark-up of existing facilities. Mark-ups received from utility owners will be transferred to the design drawings. Any required relocations by the utility owners will be coordinated

### **PHASE 3 – PROJECT DESIGN**

#### 30% Design Development

MEAD & HUNT will develop 30% Drawings that reflect the proposed conceptual improvements. MEAD & HUNT will provide a 30% engineer's opinion of probable construction cost (EOPCC). The 30% submittal package will be submitted to the CITY for review and comment. MEAD & HUNT will schedule and attend a 30% design review meeting to review the CITY's comments on the design drawings and specifications. Comments received will be incorporated into the 60% design documents.

#### Deliverables – 30% Design

- 30% Design Drawings
- 30% EOPCC

#### 60% Design Development

MEAD & HUNT will develop 60% drawings and specifications that reflect the proposed improvements and the comments received at the 30% Design review meeting. The CITY's standard front-end contract documents will be used and coordinated with MEAD & HUNT's technical specifications. MEAD & HUNT will provide a 60% EOPCC. The 60% submittal package will be submitted to the CITY for review and comment. A comment/response log will be included with the submittal to document how the CITY's comments from the 30% review meeting are addressed in the 60% submittal. MEAD & HUNT will schedule and attend a 60% design review meeting to review the CITY's comments on the design drawings and specifications. Comments received will be incorporated into the 90% design documents.

#### Deliverables – 60% Design

- 60% Design Drawings
- 60% Specifications
- 60% EOPCC
- 30% Comment/Response Log

#### 90% Design Development

Based on the CITY's 60% review comments and discussions at the 60% review meeting, MEAD & HUNT will advance the 60% design drawings to 90% completion. MEAD & HUNT will advance the 60% technical specifications to the 90% level for construction of the new components and facilities. MEAD & HUNT's 60% EOPCC will be updated for the 90% submittal. The 90% submittal package will be prepared and submitted to the CITY and permitting agencies for review and comment. A comment/response log will be included with the submittal to document how the CITY's comments from the 60% review meeting are addressed in the 90% submittal. MEAD & HUNT will schedule and attend a 90% design review meeting to review the CITY's comments on the design drawings and specifications. Comments received will be incorporated into the 100% design documents.

#### Deliverables – 90% Design

- 90% Design Drawings
- 90% Specifications
- 90% EOPCC
- 60% Comment/Response Log

#### 100% Design Development

Based on the CITY's 90% review comments, discussions at the 90% review meeting and permitting agency comments, MEAD & HUNT will advance the 90% design drawings to 100% completion. MEAD & HUNT will advance the 90% technical specifications to the 100% level for construction. MEAD & HUNT's 90% EOPCC will be updated for the 100% submittal. The 100% submittal package will be submitted to the CITY for review and comment. A comment/response log will be included with the submittal to document how the CITY's comments from the 90% review meeting are addressed in the 100% submittal.

#### Deliverables – 100% Design

- 100% Design Drawings
- 100% Specifications
- 100% EOPCC
- 90% Comment Response Log

### **PHASE 4 – PERMITTING**

#### FDEP Wastewater Collection System Permit

MEAD & HUNT will coordinate and attend up to one (1) virtual pre-application meeting with FDEP to discuss permitting requirements. MEAD & HUNT will prepare an agenda and meeting summary for the meeting. After the pre-application meeting, any necessary revisions to the design recommendations will be reviewed with the CITY and incorporated into the various design components. MEAD & HUNT will prepare and submit the permit application in accordance with the specific permit requirements and input from the pre-application meeting. Permit applications will be submitted after the 90% design has been reviewed and accepted by the CITY. MEAD & HUNT will respond to up to one (1) Request for Additional Information (RAI) as part of the permit application process. Follow up phone calls or meetings with the regulators to assist with the responses are included in the task. Responses will be limited to clarifications related to the submittals in accordance with the documented permit requirements or those identified in the pre-application meeting.

#### Deliverables – Permitting

- Final FDEP Wastewater Collection System Permit application and final permit

## **PHASE 5 – BIDDING SERVICES**

The CITY will be responsible for managing the bid process, i.e., advertisement, distribution of bid packages, receipt and opening of bids. MEAD & HUNT will provide the following bid-phase services:

### Bid Documents

MEAD & HUNT will prepare and submit bid documents using CITY standard bid document template including bid number, pre-bid date and time, and other pertinent information to create a Bid Set of the plans and specifications.

### Pre-Bid Meeting

MEAD & HUNT will attend a pre-bid meeting at the CITY facility to review the project details before bids are submitted. MEAD & HUNT will present project details and answer potential bidders' questions at this meeting.

### Addenda

MEAD & HUNT will respond to potential bidders' questions during the bid period. Questions and responses will be documented and submitted to the CITY for distribution to potential bidders in the form of addenda. MEAD & HUNT will prepare two (2) addenda.

### Bid Tabulation and Recommendation of Award

MEAD & HUNT will complete a review of the bids for completeness and conformance with the bidding and contract requirements. MEAD & HUNT will evaluate the low bidder(s) submitted qualifications information and contact provided references to inquire about bidders' experience. Based on that review, MEAD & HUNT will submit to the CITY a bid tabulation and a recommendation of award.

### Deliverables – Bidding Services

- Bid Set Plans and Specifications
- Addenda to bid documents
- Bid tabulation
- Recommendation of award

## **EXCLUSIONS**

This scope of services excludes all items not specifically described herein, including but not limited to:

- ERP permitting (not expected to be required)
- Odor control design (CITY does not desire/expect need)
- Construction phase services
- Property/easement acquisition
- Environmental services
- RTU radio signal path survey

## **SCHEDULE**

Mead & Hunt will strive to complete the work included in this task order according to the following estimated schedule:

<b>Phase/Task</b>	<b>Duration</b>	<b>Starting Upon</b>
Phase 1 – Project Management	9 months	Receipt of notice to proceed
Phase 2 - Reconnaissance/Data Collection/Utility Coordination	45 days	Receipt of notice to proceed
Phase 3 – Project Design		
Task – 30% Design	30 days	Receipt of survey/SUE
Task – 60% Design	45 days	30% design review meeting
Task – 90% Design	30 days	60% design review meeting
Task – 100% Design	15 days	90% design review meeting or permitting agency comments, whichever later
Phase 4 – Permitting	45 days	CITY approval of 90% design
Phase 5 – Bidding Services	30 days	CITY initiation of bidding

## **COMPENSATION**

The not-to-exceed cost for this Scope of Services is **\$134,745** based on the following breakdown:

<b>Phase/Task</b>	<b>Fee/Cost</b>	<b>Basis</b>
Phase 1 – Project Management	\$13,010	Lump Sum
Phase 2 - Reconnaissance/Data Collection/Utility Coordination	\$3,426	Lump Sum
Phase 3 – Project Design		
Task – 30% Design	\$15,622	Lump Sum
Task – 60% Design	\$36,349	Lump Sum
Task – 90% Design	\$16,487	Lump Sum
Task – 100% Design	\$9,275	Lump Sum
Phase 4 – Permitting	\$6,758	Lump Sum
Phase 5 – Bidding Services	\$7,033	Lump Sum
Subconsultants/Reimbursables		
Southeastern Surveying & Mapping Allowance	\$18,000	Actual Cost
Geotechnical Allowance	\$3,285	Actual Cost
Stern Design Group (Landscape Design) Allowance	\$3,000	Actual Cost
Permit Fee and Printing Allowance	\$2,500	Actual Cost
<b>TOTAL</b>	<b>\$134,745</b>	



**AUTHORIZATION:**

The scope of services and compensation stated in this proposal are valid for a period of thirty (30) days from date of submission. If authorization to proceed is not received during this period, this proposal may be withdrawn or modified by MEAD & HUNT.

Accepted by: CITY OF SOUTH DAYTONA

Approved by: MEAD & HUNT, INC.

By: \_\_\_\_\_

By:  \_\_\_\_\_

Name: \_\_\_\_\_

Name: David A. King, P.E. \_\_\_\_\_

Title: \_\_\_\_\_

Title: Vice President/Business Unit Leader \_\_\_\_\_

*The above person is authorized to sign for Client  
and bind the Client to the terms hereof.*

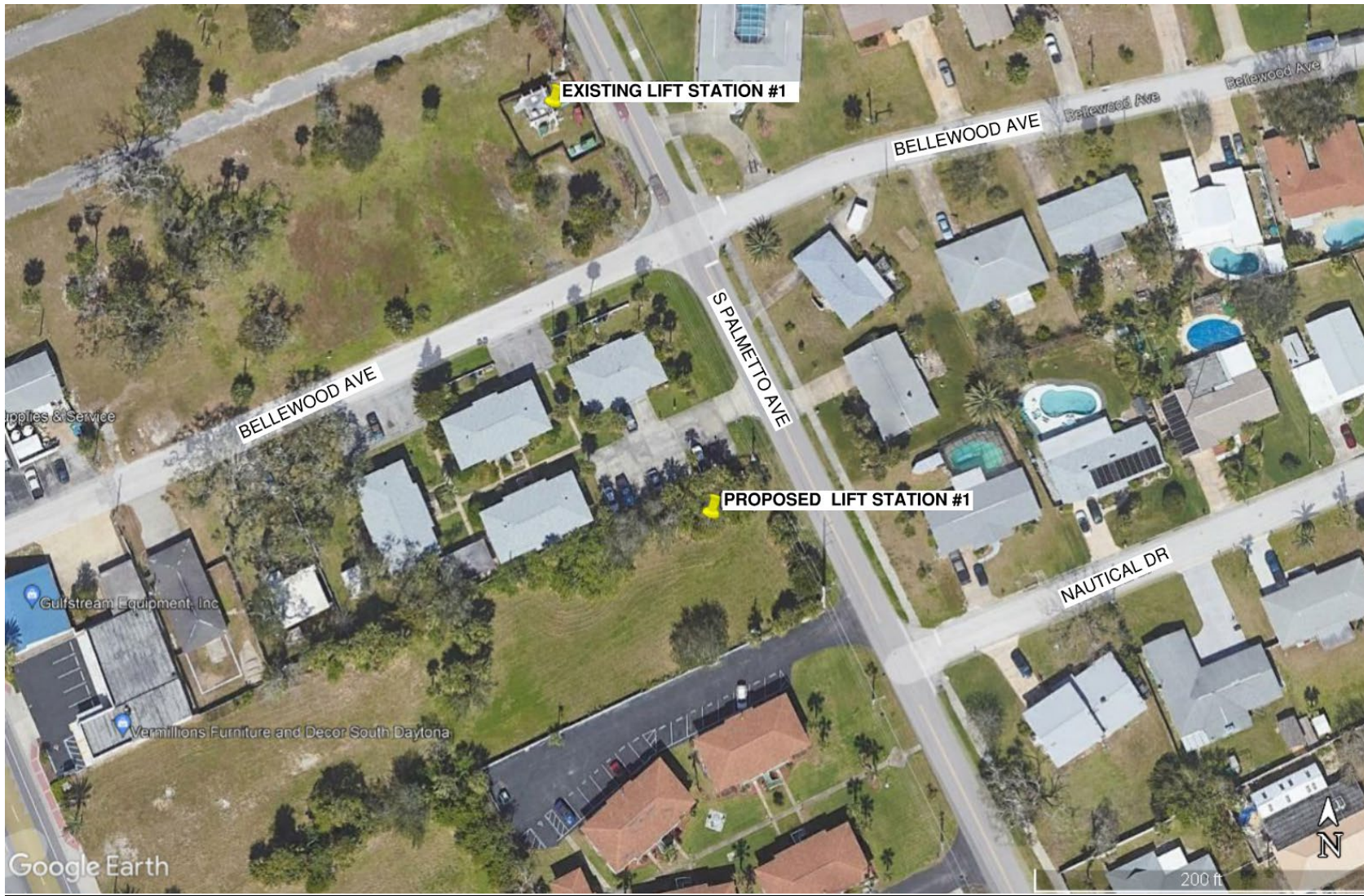
Date: \_\_\_\_\_

Date February 28, 2022 \_\_\_\_\_

PURSUANT TO FLORIDA STATUTE SECTION 558.0035, AN  
INDIVIDUAL EMPLOYEE OR AGENT OF MEAD & HUNT INC. MAY NOT  
BE HELD INDIVIDUALLY LIABLE FOR NEGLIGENCE.

IF THE CONTRACTOR (MEAD & HUNT, INC.) HAS QUESTIONS REGARDING THE APPLICATION  
OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S (MEAD & HUNT, INC.'s) DUTY  
TO PROVIDE PUBLIC RECORDS RELATING TO THIS CONTRACT (PROPOSAL), CONTACT THE  
CUSTODIAN OF PUBLIC RECORDS AT CITY HALL, CITY OF SOUTH DAYTONA, 1672 S.  
RIDGEWOOD AVENUE, SOUTH DAYTONA, FL 32119, Deputy City Clerk, Becky Witte, (386)  
322-3011, [bwitte@southdaytona.org](mailto:bwitte@southdaytona.org).

**FIGURE 1**



**CITY OF SOUTH DAYTONA  
LIFT STATION #1  
ESTIMATED MANHOURLY SCHEDULE  
February 28, 2022**

Phase	Description	Senior Associate, Principal	Senior Project Engineer	Project Engineer	Technician IV	Administrative Assistant	Total Task (\$)
	Hourly Rate	\$ 201.00	\$ 183.00	\$ 169.00	\$ 143.00	\$ 92.00	See Below
1	Project Management	10	40	0	0	40	\$ 13,010
2	Reconnaissance/Data Collection/Utililty Coordination	2	4	8	4	4	\$ 3,426
3	Project Design						
	30% Design	4	20	30	40	4	\$ 15,622
	60% Design	4	35	60	120	20	\$ 36,349
	90% Design	2	25	40	30	5	\$ 16,487
	100% Design	2	15	20	16	5	\$ 9,275
4	Permitting	2	8	20	8	4	\$ 6,758
5	Bidding Assistance	2	20	5	2	20	\$ 7,033
	<b>TOTAL ALL TASKS</b>	<b>28</b>	<b>167</b>	<b>183</b>	<b>220</b>	<b>102</b>	<b>\$ 107,960</b>
	<b>Subconsultant/Reimbursables Breakdown:</b>					Subconsultant/Allowances	\$ 26,785
	Description	Amount				<b>TOTAL</b>	<b>\$ 134,745</b>
	Survey Allowance	\$ 18,000					
	Geotech Allowance	\$ 3,285					
	Stern Design Group (Landscape Design) Allowance	\$ 3,000					
	Printing/Reproduction/Postage & Permit Fee	\$ 2,500					
	<b>Total</b>	<b>\$ 26,785</b>					